



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF PERSONNEL SERVICES

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NUMBER 32

EFFECTIVE DATE: August 30, 1999

SUBJECT: Flexible Maximum Hire Rates For State Loss Prevention Officers

AUTHORIZATION:

Whitman J. Kling, Jr.
Deputy Undersecretary

I. Policy:

In accordance with authority granted by the Department of State Civil Service effective November 3, 1999, it is the policy of the Division of Administration (DOA) to implement Flexible Maximum Hire Rates for State Loss Prevention Officer jobs.

II. Purpose:

The purpose of this policy is to provide the Division with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. Applicability:

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

IV. Procedure:

Sections hiring employees in positions that are in the State Loss Prevention Officer job titles must hire at the established Special Entrance Rate, which is attached. Personnel Action Requests (PAR) requesting appointments in these jobs must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

Effective January 10, 2000, employees who occupy positions in job titles affected by this Special Entrance Rate will be increased in pay by a percentage as indicated in the attachment to this policy, not to exceed the Maximum of the pay grade

V. Questions:

Any questions regarding this policy should be directed to the Office of Personnel Services.

Addendum A

DOA Personnel Policy Number 31, Flexible Maximum Hire Rates For State Loss Prevention Officer Jobs

Effective August 30, 1999, the Civil Service Commission approved Flexible Maximum Hire Rates for State Loss Prevention Officer jobs.

The following chart reflects:

1. The GS level of the jobs affected,
2. The 7/1/97 minimum of the pay grade of the jobs affected,
3. The Flexible Maximum Hire Rate Authorized on August 30, 1999,
4. The percentage increase which will be implemented for employees in affected jobs in the Division of Administration effective January 10, 2000, and
5. The actual hire rate that will be utilized when filling jobs which fall into these categories from January 10, 2000 forward.

| <u>GS</u> | <u>Minimum</u> | <u>Flexible Maximum Hire Rate Authorized</u> | <u>%</u> | <u>Hire Rate 1/10/00</u> |
|-----------|----------------|--|----------|------------------------------|
| 15 | 1791 | 2042 | 14 | 2042 |
| 17 | 2051 | 2339 | 14 | 2339 |
| 19 | 2348 | 2677 | 14 | 2677 |
| 22 | 2877 | 3280 | 14 | 3280 |

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